

Company:

Date:

Prepared by:

Product:

Process Flow:

1. SUPPLIER
- ↓
2. STORAGE
- ↓
3. PREPARATION
- ↓
4. COOK
- ↓
5. PACK & LABEL
- ↓
6. STORAGE
- ↓
7. SELL / DESPATCH

Questions:

1. Does the process step reduce contamination to an acceptable level? If yes, this is a CCP. If no, move to Question 2.
2. Could the product become contaminated in excess of acceptable levels, or increase to unacceptable levels? If no, this step is not a CCP. If yes, move to Question 3.
3. Will a subsequent process step reduce contamination to an acceptable level? If yes, this step is not a CCP. If no, this step is a CCP.

Process Step	Hazard	Q1	Q2	Q3	CCP?	Comments: likelihood of occurrence, severity of health effects etc
1. Supplier	Micro	N	Y	Y	No	Low risk ingredients unlikely to support growth of food poisoning bacteria. Risk of contamination of ingredients before supply exists, but is very low. Later cooking / preserving step will destroy any bacteria present.
	Physical	N	Y	N	Yes	Risk of dry ingredients such as seeds, spices etc containing foreign bodies.
	Chemical	N	Y	N	Yes	Low risk of ingredients containing chemical contamination (e.g. pesticides on fruit /vegetables).
2. Storage	Micro	N	Y	Y	No	Low risk ingredients unlikely to support growth of food poisoning bacteria. Risk of contamination of ingredients in storage exists, but is very low, given type of ingredients & type of packaging supplied & stored in. Later cooking / preserving step will destroy any present.
	Physical	N	Y	Y	No	Risk of contamination of ingredients in storage exists, but is very low, given type of ingredients & type of packaging supplied in. Opportunity for visual check during preparation step.
	Chemical	N	N	--	No	No chemical contamination risks identified.
3. Preparation	Micro	N	N	--	No	Ingredients unlikely to support growth of food poisoning bacteria. Later cooking / preserving step will destroy any present. Separate hand-wash basin will be set up during preparation.
	Physical	N	Y	N	Yes	Potential foreign bodies from ingredient packaging, people or preparation environment.
	Chemical	N	Y	N	Yes	Potential cross-contamination of products with allergenic ingredients that are not listed as ingredients (e.g. walnuts or mustard in preserves not normally containing this ingredient).
4. Cook	Micro	N	N	--	No	Ingredients unlikely to support growth of food poisoning bacteria.
	Physical	N	Y	N	Yes	Potential foreign bodies from ingredient packaging, people or preparation environment.
	Chemical	N	N	--	No	No chemical contamination risks identified.
5. Pack & Label	Micro	N	N	--	No	Low risk, hot filled products unlikely to support growth of food poisoning bacteria.
	Physical	N	Y	N	Yes	Potential foreign bodies from packaging (e.g. glass chips of damaged jars), people or packing environment. Cross-contamination with allergenic ingredients as step 3 above.
	Chemical	N	Y	N	Yes	Low risk of taint from non-food grade packaging.
6. Storage	Micro	N	N	--	No	Low risk product in sealed packaging unlikely to support growth of food poisoning bacteria.
	Physical	N	N	--	No	All product in sealed jars, so no risk of foreign body contamination exists.
	Chemical	N	N	--	No	Not applicable for product sealed in lidded glass jars.
7. Sell / Despatch	Micro	N	N	--	No	Low risk product in sealed packaging unlikely to support growth of food poisoning bacteria.
	Physical	N	N	--	No	All product in sealed jars, so no risk of foreign body contamination exists.
	Chemical	N	N	--	No	Not applicable for product sealed in lidded food grade glass jars.

CCPs	Hazard	Control Measure	Target	Monitoring	Corrective Action
1. Supplier	Supply of sub-standard ingredients	Buy from reputable suppliers	Proven past performance and appropriate action if problems arise	Ongoing observations and good management. Record any issues & action in diary.	Seek advice / reject ingredients. Raise any problems with suppliers. Source new suppliers if necessary.
3. Preparation	Physical contamination from people, equipment or environment.	Ensure thorough clean of preparation area & equipment before starting and potential sources of contamination removed. Ensure good standards of personal hygiene.	No contamination of product. Rugs etc removed & floor swept, product handling surfaces cleared & washed down, closed / screened , hand-wash basin set up, prepared ingredients kept covered etc). Hair tied back, apron on, hands washed often. Use dedicated preparation equipment.	Ongoing observations and good management. Confirm ingredient check & pre-clean in diary. Record any issues & action in diary.	Reject any product likely to be adversely contaminated. Remove any foreign bodies and check no more present. Re-clean as necessary.
	Chemical contamination with allergens including walnuts or mustard.	Prepare products containing allergens last / full clean down of area, equipment and hands after preparation complete.	No allergenic ingredients in products that they are not supposed to be in.	Ongoing observations and good management. Confirm order of production in diary. Record any issues & action in diary.	Reject any product likely to be adversely contaminated. Remove any allergens from equipment / area and check no more present. Re-clean as necessary.
4. Cook	Physical contamination from people, equipment or environment.	Ensure thorough clean of cooking area & equipment before starting and potential sources of contamination removed. Ensure good standards of personal hygiene.	No contamination of product. Rugs etc removed & floor swept, area around cooker cleaned, product handling surfaces cleared & washed down, windows closed / screened, hand-wash basin set up etc). Hair tied back, apron on, hands washed. Use dedicated preparation equipment.	Ongoing observations and good management. Confirm pre-clean in diary. Record any issues & action in diary.	Reject any product likely to be adversely contaminated. Remove any foreign bodies and check no more present. Re-clean as necessary.
5. Pack & Label	Physical contamination from people, equipment or environment.	Ensure through clean of packing area & equipment before starting. Ensure good standards of personal hygiene.	No contamination of product. Rugs etc removed & floor swept, product handling surfaces cleared & washed down, windows closed / screened , hand-wash basin set up etc). Hair tied back, apron on, hands washed often in dedicated sink. Use dedicated preparation equipment.	Ongoing observations and good management. Confirm pre-clean in diary. Record any issues & action in diary.	Reject any product likely to be adversely contaminated. Remove any foreign bodies and check no more present. Re-clean as necessary.
	Physical or chemical contamination of product from packaging.	Check jars & lids for foreign bodies before filling. Use food grade packaging only.	No contamination of product.	Ongoing observations. Hold food grade declaration for packaging in direct contact with product. Record any issues & action in diary.	Reject any product likely to be adversely contaminated. Remove any foreign bodies and check no more present. Re-clean as necessary

Food Safety Diary

Date/s:

Ingredient check ok?

Preparation pre-clean of <?? list items>ok?

Cooking pre-clean of <?? list items>ok?

Packing pre-clean of <?? list items>ok?

Products Produced (in order):

Note ingredients & their batch numbers, & dates put on finished products (for traceability).

1.

2.

3.

4.

Any problems or changes? What did you do?